



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Endowed Care Cemeteries
Sub-Section:

TITLE: Agendas

CUTOFF: EOSFY

DESCRIPTION: Agendas - Open and Closed minutes for each board meeting and
conference call

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1300

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Denied Files

CUTOFF:

DESCRIPTION: Denied Files - Applications for licensure that have not met the
requirements of the licensing process

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1298

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Endowed Care Cemetery audits and investigations

CUTOFF:

DESCRIPTION: Endowed Care Cemetery audits and investigations

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1301

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Endowed Care Cemeteries
Sub-Section:

TITLE: Licensure Files

CUTOFF: EOSFY

DESCRIPTION: Licensure Files - Application, annual reports, correspondence, and other
documentation for licensure

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1297

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Renewal Applications

CUTOFF:

DESCRIPTION: Renewal Applications - Information necessary to renew license every year

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1299

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001
